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19 November 1954

MEMORANDUM FOR THE RECORD

SUBJECT: Federal Life Insurance

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1. This afternoon [] Security Office, [] Insurance and Claims Branch, Office of Personnel and I visited with Messrs. Andrew E. Ruddock, Chief, Retirement Division, and Maurice S. Brown, Chief Actuary of the U. S. Civil Service Commission. The purpose of our visit was to explore further the subjects discussed with Mr. Brown on 12 November 1954. (See Memorandum for the Record, 12 November 1954, same subject.)

2. Since our visit last week Mr. Brown had discussed the matter with Mr. Ruddock. We covered briefly the tentative areas of agreement of last week and Mr. Ruddock stated that the Commission was quite willing not to put into the IBM system any statistics pertaining to employees of CIA nor of installations in which CIA is interested. He suggested for our approval a procedure whereby the name reports now required by the Commission of OFEGLI be made but transmitted on a hand basis from Mr. McKinley of OFEGLI to either Mr. Ruddock or Mr. Brown. With the understanding that only Mr. Ruddock or Mr. Brown would have knowledge of claims paid by OFEGLI involving CIA personnel, these two gentlemen would utilize the reports primarily to reconcile the annual report which they will receive from OFEGLI. The name reports would be retained in a secure manner by Messrs. Ruddock and Brown.

3. We then explored with Messrs. Ruddock and Brown their present capacity for safeguarding information. Mr. Ruddock informed us that his office did have a three-way combination safe but it was apparent that this safe is used for the storage of miscellaneous documents and is not used exclusively by Mr. Ruddock or Mr. Brown. At this point I asked Mr. Ruddock if he would be offended if the Agency loaned him an approved safe for the purpose of safeguarding the name reports from OFEGLI and he said he would be most grateful for such assistance. He assured us that only himself and Mr. Brown would possess the combination within the Commission and asked that we also have it in the event of an emergency.

4. We concluded the conference by Mr. Ruddock stating that if the Agency representatives were agreeable to the plan he had proposed that they were ready immediately to institute it. We told Mr. Ruddock that we would check out with our representative offices and notify him immediately of our acceptance. At that point he would like to have a memorandum for the record signed by all of us and placed in the approved safe.

[]
Executive Officer

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